

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P.O. Box 269101
Sacramento, California 95826-9101

CA ARNG Regulation
No. 710-2

1 November 1993

Inventory Management
ANNUAL AND CHANGE OF
PROPERTY BOOK OFFICER RECONCILIATION

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*This Regulation supersedes CAL ARNGR 710-2, dated 28 April 1992

CHAPTER 1

GENERAL

1-1. **PURPOSE AND SCOPE.** This publication prescribes the procedures to be followed in conducting an Annual and/or Change of Property Book Officer Records Reconciliation.

1-2. **REFERENCES.** The following listed publications prescribe the requirements to be accomplished and delineates responsibilities of personnel concerned with Annual and Change of Property Book Officer inventory and records reconciliation.

a. Unit Supply Update #13, dated 31 January 1992.

1. AR 710-2, Supply Policy Below the Wholesale Level.

2. AR 735-5, Policies and Procedures for Property Accountability.

3. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures).

b. DA Pam 710-4, dated 13 February 1987, Management of Excess Materiel and Materiel Returns.

1-3. **APPLICABILITY.** This regulation is applicable to all California Army National Guard Units, Organizations, Major Commands and Activities having federal property on hand.

1-4. **DEVIATIONS AND SUGGESTIONS.**

a. Deviations from procedures and requirements of this regulation will not be made without written approval from the Office of the USPFO. Requests for deviation are to be submitted in writing through command channels to the USPFO, ATTN: CAUS-SU.

b. Suggestions and recommendations for improvements to procedures contained in this regulation are encouraged and will be submitted through command channels to the USPFO, ATTN: CAUS-SU using DA Form 2028 (Recommended Changes to Publications and Blank Forms).

1-5. **RESPONSIBILITIES.**

a. Organizational Commanders and Property Book Officers (PBO's) will ensure that requirements of AR 735-5 and the applicable paragraphs (9-5.1 through 9-9) of Chapter 9, DA Pam 710-2-1 are accomplished prior to the reconciliation. (These publications are contained in the Unit Supply Update).

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b. Organizational commanders and PBO's will ensure that inactive Property Books and/or pages are not removed or destroyed by unit personnel. Removal or destruction of inactive DA Forms 3328 will be reserved to the USPFO representative having such authority.

CHAPTER 2

INITIATING ACTION
DIVISIONAL AND NON-DIVISIONAL UNITS

2-1. CHANGE OF PROPERTY BOOK OFFICERS.

a. When a request for a change of assignment of a Property Book Officer is forwarded to the Office of the Adjutant General (OTAG) (ATTN: CAAS-HL), an information copy of the request will be furnished concurrently to the USPFO, ATTN: CAUS-PM. The request must include, as a minimum, the name, rank, and SSN of the incoming Property Book Officer. OTAG will hold the request for a change of assignment until USPFO Form 735-25F (Request for Appointment of PBO) is received from the USPFO.

b. The USPFO, CAUS-PM, will schedule the reconciliation of Unit/Activity Supply records at the Office of the USPFO, Camp San Luis Obispo. Telephonic notice will be given to the incoming Property Book Officer followed by written confirmation to be forwarded by USPFO through command channels.

c. Upon establishing a date for the reconciliation at USPFO, the Property Book Office or unit representative will be responsible for arranging quarters and/or rations with the Camp San Luis Obispo Billeting Office, Commercial, (805) 549-3800. (Availability or non-availability of quarters and mess rest with Camp San Luis Obispo Billeting. However, as a general rule quarters will usually be available and on-post mess will not).

d. Non-Divisional Units - The requirements of paragraph 5-2 and 9-8, DA Pam 710-2-1 must be accomplished prior to arrival at USPFO to begin the reconciliation. The identified statement must be in front of both the Organizational and Augmentation Property Books.

e. All units/activities are reminded to maintain and bring a manual document register even if the Property Book is automated.

f. As a rule, USPFO will prepare the DA Form 1610, Request for Travel. Privately owned vehicles (POV) will not be authorized.

2-2. ANNUAL RECONCILIATIONS. The USPFO, CAUS-PM, will schedule the reconciliation of unit/activity Supply Records to the Army Equipment Status Report (AESR) annually or prior to change of PBO. Proposed changes to the reconciliation dates will be

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submitted, in writing, to the USPFO through Major Command/
Organization endorsement. Units/Activities will be notified
telephonically 30 days prior to scheduled date of reconciliation
to be followed by written confirmation through command channels.
If there is to be a change of Property Book Officer within 90
days of the annual reconciliation, USPFO, Property Management
Branch, must be informed immediately.

CHAPTER 3

ACTIONS REQUIRED DURING RECONCILIATION FOR DIVISIONAL UNITS

3-1. **PROPERTY BOOK OFFICER REQUIREMENTS.** To accomplish both Annual and Change of PBO reconciliations, the Property Book Officer is responsible for the following.

a. Ensure actions required by paragraphs 9-5.1 through 9-9, DA Pam 710-2-1, as applicable, are accomplished prior to the reconciliation.

b. Ensure that the latest Hand Receipt Printout is signed by the Hand Receipt Holder and on file at the Property Book Office.

c. Ensure that the Property Book Team Copy of the Unit Hand Receipt Printout and the Battalion Roll is accurately posted to reflect the current on hand balances.

d. Ensure the Hand Receipt Annex Files are current and complete.

e. Ensure the following documents are available at time of reconciliation.

(1) Manual Document registers and Document files including derivative and mess augmentation records.

(2) The most recent Back Order Validation listing (BOV).

(3) A copy of the current MTOE.

(4) ALH-142 - Transaction Processed Listing (affecting Property Book balance).

(5) ALH-143 - Transaction Processed Listing (not affecting Property Book balance).

(6) ALH-151 - Hand Receipts (to include derivative property).

(7) ALH-152 - Current Battalion Roll-Up, and the one from the previous reconciliation.

(8) ALH-851 - Serial Number/Register Number Inquiry Report (all weapons).

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(9) ALH-488 - Excess Shortage Equipment Listing.

(10) ALH-950 - Due in Transaction History File Inquiry

f. Ensure the unit/organizational representative designated to conduct the reconciliation with USPFO is technically knowledgeable in the area of property accountability and its associated requirements.

3-2. **USPFO REQUIREMENTS.** To accomplish both Annual and Change of PBO Reconciliations, the USPFO is responsible for the following:

a. Conduct Reconciliation of Property Records to the most current AESR.

b. Resolve or direct adjustment of any discrepancies in accordance with AR 735-5.

c. Specific Responsibilities include:

(1) Verifying the Unit Transaction Listing (UTL) against the Document Register and the ALH-142 Listing (Transactions Affecting Property Book Balance) (PBO Produced Listing). (CAUS-PM)

(2) Verifying the AESR against the Battalion Roll. (CAUS-PM)

(3) Verifying the Small Arms Serialization Listing against the Unit Hand Receipt Listing. (CAUS-PM)

(4) Verifying that all transactions involving accountable end items are correctly posted to the Battalion Property Book (ALH-152 Listing). (CAUS-PM)

(5) Verifying that all transactions involving non-expendable components of end items are correctly posted/annotated to the Hand Receipt Annexes. (CAUS-PM)

(6) Identify and list all excess property. (CAUS-PM)

(7) Verifying that all MTOE/TDA property not on hand is on requisition as identified on ALH-152 and ALH-480 listings. (CAUS-PM)

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(8) Verifying that AC1 cancellation requests are submitted and processed for those items currently on requisition that are not authorized and/or exceed authorized quantities. (CAUS-PM)

(9) Ensuring that Dues-In correspond with the USPFO record of items due out (BOV verification). (CAUS-SC)

(10) Preparing a Report of Finding and Conclusions. (CAUS-PM)

3-3. **RECONCILIATION FILE.** The Property Book Officer will retain a copy of the Report of Findings and Conclusions, one copy of the AESR, the Battalion Roll, and the ALH-142 Listings used to accomplish the Reconciliation, in a file until the next USPFO Records Reconciliation.

CHAPTER 4

ACTIONS REQUIRED DURING RECONCILIATION FOR NON-DIVISIONAL UNITS/ACTIVITIES

4-1. PROPERTY BOOK OFFICER REQUIREMENTS. To accomplish both Annual and Change of Property Book Officer Reconciliations the Property Book Officers are responsible for the following:

a. Ensuring actions required by paragraphs 9-5.1 through 9-9, DA Pam 710-2-1 as applicable, are accomplished prior to the reconciliation.

b. Ensuring the following documents are available at time of reconciliation.

(1) Manual/Automated Property Book (organization/installation).

(2) STARC Derivative Property Book when applicable.

(3) Inactive Property Record Files.

(4) Hand Receipts and Hand Receipt Annexes.

(5) Most current Back Order Validation Listing (BOV).

(6) Manual Document register, Document Files and Suspense Files.

(7) A copy of the most recent Command Supply Discipline Inspection Report.

(8) A copy of the current MTOE/TDA and any interim authorization document (e.g., USPFO Memorandum of Authority, NGB messages).

c. Ensuring the unit/organizational representative designated to conduct the reconciliation with USPFO is technically knowledgeable in the area of property accountability and its associated requirements.

4-2. USPFO REQUIREMENTS. To accomplish both Annual and Change of PBO Reconciliations, the USPFO is responsible for:

a. Conducting a Reconciliation for property records (Property Books or Hand Receipts) to the most current AESR.

b. Resolving or directing adjustment of any discrepancies in accordance with AR 735-5.

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c. Specific responsibilities include:

(1) Verifying Unit Transaction Listing (UTL) against the Document Register and Property Book Pages. (CAUS-PM)

(2) Verifying the Army Equipment Status Report (AESR) against the Property Book. (CAUS-PM)

(3) Verifying the Small Arms Serialization Listing Against Unit Property Book. (CAUS-PM)

(4) Verifying that all transactions involving accountable End Items are correctly posted to the Property Books. (CAUS-PM)

(5) Verifying that all transactions involving non-expendable components of end items are posted/annotated to the hand receipt annexes. (CAUS-PM)

(6) Verifying that the PBO has made appropriate disposition of Excess Property. (CAUS-PM)

(7) Verifying that all Organizational Property is on hand or on requisition. (CAUS-PM)

(8) Verifying that AC1 cancellation request are submitted and processed for those items currently on requisition that are not authorized and/or exceed authorized quantities. (CAUS-PM)

(9) Removing inactive DA Forms 3328, Document Register pages from the active Property Book when all transactions have been verified or when the page has "0" balance and the item is no longer authorized. Removed pages will be placed in the Unit's inactive file in accordance with AR 430-2. (CAUS-PM)

(10) Verifying latest Back Order Validation (BOV). (CAUS-SC)

CHAPTER 5

RECORDS AND REPORTS

5-1. **CERTIFICATION OF RECORDS.** The USPFO representative and the PBO or his representative will certify that the balances on the AESR agree by signing a statement to that effect at the end of the AESR listing. One copy of the adjusted AESR will be retained by the PBO and USPFO until the next Annual/Change of PBO Reconciliation.

5-2. **REPORTS.** The report of findings and conclusions prepared by the USPFO for each reconciliation will address as a minimum (1) that previous reports have been reviewed and any adverse trends identified, (2) that specific area(s) require command assistance when warranted. One copy of the report will be provided to the PBO, the next higher command, and OTAG, ATTN: CALG.

5-3. **PUBLICATIONS OF ORDERS.** Subsequent to actions required under paragraphs 5-1 and 5-2, DA Pam 710-2-1, USPFO will request appointment orders (memorandum) be issued by the Office of the Adjutant General (CALG) with a copy of the request provided to CAMP-OPMS. Upon receipt of USPFO Form 735-25F, Request for Appointment of Property Book Officer (PBO) CALG will prepare the announcement of PBO appointment and forward a copy to the individual concerned and to USPFO, ATTN: CAUS-PM.

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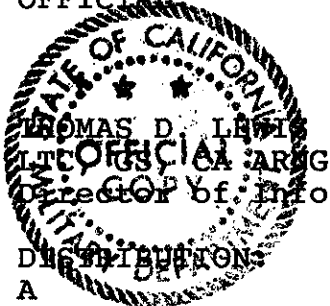
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(CAUS-PM)

BY ORDER OF THE GOVERNOR:

OFFICIAL:

TANDY K. BOZEMAN
Major General
The Adjutant General



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